

STATE PERSONNEL BOARD CALENDAR



OCTOBER 10, 2006

SACRAMENTO

State of California

Memorandum

DATE: September 29, 2006

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the **October 10, 2006**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on October 10, 2006, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the October 10, 2006, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in black ink, appearing to read 'Karen Yu', with a stylized flourish at the end.

Karen Yu
Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Public Session Location – 801 Capitol Mall
Sacramento, California, Room 150
Teleconference – 320 West 4th Street²
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall
Sacramento, California, Room 141
Teleconference – 320 West 4th Street
Los Angeles, California Suite 620

FULL BOARD MEETING – OCTOBER 10, 2006

¹ Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

²Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4th Street, Los Angeles, California.

FULL BOARD MEETING AGENDA³

OCTOBER 10, 2006
9:00 a.m. – 3:45 p.m.
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. – 9:45 a.m.)

1. **ROLL CALL**
2. **REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
3. **REPORT OF THE DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)**
- DPA Representatives
4. **REPORT OF THE CHIEF COUNSEL – Elise Rose**
5. **NEW BUSINESS**
Items may be raised by Board Members for scheduling and discussion for future meetings.
6. **REPORT ON LEGISLATION – Sherry Evans**
The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

(9:45 a.m. – 10:30 a.m.)

7. **SPECIAL HEARING – California State Personnel Board Staff**
Approximately nine of the forty largest state department directors will meet with the Board to review progress and efforts to comply with statutes pertaining to civil rights and equal employment opportunity.

³ The Agenda for the Board Meetings can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

BREAK

(10:30 a.m. – 10:45 a.m.)

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(10:45 a.m. – 11:15 a.m.)

8. ORAL ARGUMENT

In the matter of **CASE NO. 05-2596A & CASE NO. 05-2595A & 06-0016A** Appeal from official reprimand and official reprimand and five workdays' suspension. Physician and Surgeon, Correctional Facility. Department of Corrections and Rehabilitation.

(11:15 a.m. – 11:45 a.m.)

9. ORAL ARGUMENT

In the matter of **CASE NO. 05-4330A**. Appeal from dismissal. Custodian Supervisor II. Department of Corrections and Rehabilitation.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(11:45 a.m. – 12:00 p.m.)

10. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

LUNCH

(12:00 p.m. – 1:00 p.m.)

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(1:00 p.m. – 1:30 p.m.)

11. ORAL ARGUMENT

In the matter of **CASE NO. 05-0207PA**. Appeal from constructive medical suspension. Facility Captain. Department of Corrections and Rehabilitation.

(1:30 p.m. – 2:00 p.m.)

12. ORAL ARGUMENT

Oral argument in the matter of **PERSONAL SERVICES CONTRACT #06-03**. Appeal from the Executive Officer Decision Disapproving Personal Services Contract for Unarmed Security Guard Services. California Highway Patrol. Service Employees International Union, Local 1000 (CSEA).

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(2:00 p.m. – 2:15 p.m.)

13. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(2:15 p.m. – 2:45 p.m.)

14. SELECTION ANALYST CERTIFICATE PRESENTATION

- **Sue Williams, California State Personnel Board**

Stefanie Abdelnour
Lisa Abila
Linda Cain
Jerimiah Honer

Melanie Moreira
Gwyneth A. Raymer
Mavrey Uptegrove
Matthew Velasquez

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(2:45 p.m. – 3:15 p.m.)

15. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

16. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

17. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1) and 18653.]

International Union of Operating Engineers v. State Personnel Board,
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

Patrick McCollum v. State of California
United States District Court, Northern District of California
Case No. C 04-03339 CRB

18. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the legislature.
[Government Code section 18653.]

19. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(3:15 p.m. – Onwards)

- 20. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF OCTOBER 31 – NOVEMBER 1, 2006, IN SAN DIEGO, CALIFORNIA**

BOARD ACTIONS:

- 21. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF SEPTEMBER 5, 2006**
- 22. EVIDENTIARY CASES - (See Case Listings on Pages 10–18)**
- 23. RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda on Pages 24–25)**
- 24. NON-EVIDENTIARY CASES - (See Case Listings on Pages 18–21)**
- 25. NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

NONE

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

Title	Class Code
Chief of Facilities Planning	4759
Chief, Office of Prevention Services, Department of Mental Health	4626
Water Reclamation Sludge Specialist	3778
Training Coordinator, San Marcos Training Center	3119
* Printing Trades Specialist III (Process Camera)	1512
* Printing Trades Specialist I (Photocopy)	1488

** Indicates classes which are part of a class series. Only the classification listed above will be abolished. The revised class specification for the series noting the elimination of the abolished class is included in this board item.*

26. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

NONE

27. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

CHIEF, FACILITIES OPERATIONS BRANCH

The Department of Motor Vehicles proposes to allocate the above position to the CEA category. The Chief, Facilities Operations Branch is responsible for statewide facilities planning, capital outlay, maintenance and repair, and assets management of the department's statewide programs.

CHIEF, OFFICE OF RESEARCH AND DATA ANALYSIS

The Department of Toxic Substance Control proposes to revise the existing CEA allocation titled Regional Coordinator to the above position. The Chief, Office of Research and Data Analysis will provide technical and policy consultation, advise and assistance to the Director, Executive Staff, and departmental management on a wide range of program and environmental performance measures.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

PROJECT DIRECTOR, DIVISION OF JUVENILE JUSTICE

The California Department of Corrections and Rehabilitation's request to allocate the above position to the CEA category has been approved effective September 11, 2006.

28. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

29. WRITTEN STAFF REPORT FOR BOARD INFORMATION

30. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

31. ADOPTION OF RESOLUTION WAIVING DRUG TESTING REQUIREMENT FOR APPLICANTS TO LICENSED VOCATIONAL NURSE POSITIONS WITHIN THE DEPARTMENT OF CORRECTIONS AND REHABILITATION

Federal Receiver Robert Sillen has requested a waiver of the pre-employment drug testing requirement found in the class specification for Licensed Vocational Nurses now being considered for hire to positions within the Department of Corrections and Rehabilitation. Executive Officer Floyd Shimomura has granted the waiver, subject to ratification by the Board. Vote to adopt a resolution ratifying the action of the Executive Officer.

32. ADOPTION OF RESOLUTION AMENDING QUESTION 5 OF THE STATE EMPLOYMENT AND/OR EXAMINATION APPLICATION

At a prior meeting, the Board instructed staff to prepare a resolution adopting new language for the state employment/examination application clarifying the circumstances under which prior disciplinary actions and rejections during probation need and need not be disclosed to the prospective state employer during the hiring process. Vote to adopt resolution implementing language changes.

33. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Pages 22–23)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

A D J O U R N M E N T

22. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **CASE NO. 05-1737RPA**

Appeal from dismissal

Classification: Psychiatric Technician Assistant

Department: Department of Developmental Services

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

Pending oral argument July 11, 2006, Sacramento.

Oral argument heard July 11, 2006, Sacramento.

Case ready for decision by FULL Board.

(2) **CASE NO. 05-1287A**

CASE NO. 05-1599A

Appeal from five percent reduction in salary for six months and two work days suspension

Classification: Correctional Lieutenant and Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Proposed decision rejected May 2, 2006.

Transcript prepared.

Pending oral argument July 11, 2006, Sacramento.

Oral argument heard July 11, 2006, Sacramento.

Case ready for decision by FULL Board.

(3) **CASE NO. 05-1351A**

Appeal from dismissal

Classification: Youth Correctional Officer

Department: Department of the Youth Authority

Proposed decision rejected April 4, 2006.

Transcript prepared.

Pending oral argument August 8-9, 2006, Los Angeles.

Oral argument continued.

Pending oral argument September 5, 2006, Sacramento.

Oral argument heard September 5, 2006.

Case ready for decision by FULL Board.

October 10, 2006

- (4) **CASE NO. 04-1620PA**
Appeal from dismissal
Classification: Transportation Surveyor
Department: Department of Transportation

Petition for Rehearing granted April 4, 2006.
Transcript prepared.
Pending oral argument August 8, 2006, Los Angeles.
Oral argument heard August 8, 2006, Los Angeles.
Case ready for decision by FULL Board.
- (5) **CASE NO. 05-0078A**
Appeal from dismissal
Classification: Workers' Compensation Payroll Auditor
Department: State Compensation Insurance Fund

Proposed decision rejected May 23, 2006.
Transcript prepared.
Pending oral argument September 5, 2006, Sacramento.
Oral argument heard September 5, 2006.
Case ready for decision by FULL Board.
- (6) **CASE NO. 04-2809PA**
Appeal from dismissal
Classification: Youth Correctional Counselor
Department: Department of the Youth Authority

Petition for Rehearing granted March 8, 2006.
Transcript prepared.
Pending oral argument August 8, 2006, Los Angeles.
Oral argument heard August 8, 2006, Los Angeles.
Case ready for decision by FULL Board.

B. CASES PENDING

ORAL ARGUMENTS

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

- (1) **CASE NO. 05-2596A**
CASE NO. 05-2595A & 06-0016A
Appeal from official reprimand and official reprimand and five workdays' suspension
Classification: Physician and Surgeon, Correctional Facility
Department: Department of Corrections and Rehabilitation

October 10, 2006

- (2) **CASE NO. 05-4330A**
Appeal from dismissal
Classification: Custodian Supervisor II
Department: Department of Corrections and Rehabilitation
- (3) **CASE NO. 05-0207PA**
Appeal for petition for rehearing
Classification: Facility Captain
Department: Department of Corrections and Rehabilitation
- (4) **PSC NO. 06-03**
Appeal from Executive Officer Decision Disapproving Personal Services Contract for Unarmed Security Guard Services
Department: Department of the California Highway Patrol
Employee Organization: Service Employees International Union, Local 1000 (CSEA)

C. CHIEF COUNSEL RESOLUTIONS

- (1) **CASE NO. 04-1952A**
Appeal from dismissal
Classification: Youth Correctional Counselor
Department: Department of Corrections and Rehabilitation
Request for Order to Show Cause
- (2) **CASE NO. 06-2429**
CASE NO. 06-2432
CASE NO. 06-2423
CASE NO. 06-2435
CASE NO. 06-2434
CASE NO. 06-2433
Backdating of Appointments
Classification: Staff Counsel III
Department: State Water Resources Control Board
Request to Approve Backdating of Appointments

COURT REMANDS

This case has been remanded to the Board by the court for further Board action.

- (3) **CASE NO. 00-3394**
Appeal from dismissal
Classification: Computing Consultant II
Department: San Diego State University

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) CASE NO. 05-4462**
Appeal from dismissal
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation
- (2) CASE NO. 05-0053**
Appeal from dismissal
Classification: Park Maintenance Assistant
Department: Department of Parks and Recreation
- (3) CASE NO. 06-0571**
Appeal from five percent reduction in salary for twelve months
Classification: Supervising Correctional Cook
Department: Department of Corrections and Rehabilitation
- (4) CASE NO. 06-0709**
Appeal from rejection during probationary period
Classification: Child Support Specialist I
Department: Department of Child Support Services,
Tuolumne County
- (5) CASE NO. 06-0897**
Appeal from rejection during probationary period
Classification: Stationary Engineer
Department: Department of Corrections and Rehabilitation
- (6) CASE NO. 06-0746**
Appeal from dismissal
Classification: Material & Stores Specialist
Department: Department of Developmental Services
- (7) CASE NO. 06-0751**
Appeal from official reprimand
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

- (8) **CASE NO. 06-1330**
Appeal from letter of reprimand
Classification: Case Manager III
Department: Department of Health and Human Services, Inyo County
- (9) **CASE NO. 06-1334**
Appeal from suspension for 49 workdays
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (10) **CASE NO. 06-0771**
Appeal from five percent reduction in salary for six pay periods
Classification: Academic Instructor
Department: Department of Corrections and Rehabilitation
- (11) **CASE NO. 06-1214**
Appeal from ten percent reduction in salary for eighteen months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (12) **CASE NO. 03-3604**
Appeal from dismissal
Classification: Mobile Equipment Superintendent II
Department: Department of Water Resources
- (13) **CASE NO. 05-3501**
Appeal from constructive medical suspension
Classification: Information Technology Consultant
Department: California State Polytechnic University, Pomona
- (14) **CASE NO. 05-4507**
Appeal from official reprimand
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (15) **CASE NO. 06-0392**
Appeal from five percent reduction in salary for 24 months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (16) **CASE NO. 05-3000**
Appeal from rejection during probationary period
Classification: Office Assistant (Typing)
Department: Employment Development Department

PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

PROPOSED DECISIONS AFTER BOARD REMAND

- (17) **CASE NO. 05-2971R &
CASE NO. 05-2970R**
Appeal from dismissal and five percent reduction in salary
for twelve months
Classification: Parole Agent I
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **CASE NO. 05-3444P**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (2) **CASE NO. 05-4412P**
Appeal from dismissal
Classification: Facility Captain, Correctional Institution
Department: Department of Corrections and Rehabilitation
- (3) **CASE NO. 04-2839P**
Appeal from dismissal
Classification: Teacher (High School-Physical Education) (CF)
Department: Department of Corrections and Rehabilitation

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) CASE NO. 05-2211A

Appeal from dismissal

Classification: Senior Tax Compliance Representative

Department: Employment Development Department

Proposed decision rejected September 20, 2006.

Pending transcript.

(2) CASE NO. 05-2596A

CASE NO. 05-2592A

Appeal from formal reprimand and formal reprimand and five workday's suspension

Classification: Physician and Surgeon, Correctional Facility

Department: Department of Corrections and Rehabilitation

Proposed decision rejected June 6, 2006.

Transcript prepared.

Pending oral argument September 5, 2006, Sacramento.

Oral argument continued.

Pending oral argument October 10, 2006.

(3) CASE NO. 05-3030A

Appeal from constructive demotion

Classification: Office Technician

Department: Department of Developmental Services

Proposed decision rejected May 2, 2006.

Transcript prepared.

Pending oral argument August 8, 2006, Los Angeles.

Oral argument continued.

Pending oral argument October 31-November 1, 2006, San Diego.

- (4) **CASE NO. 05-0638A**
Appeal from dismissal
Classification: Conservationist I
Department: California Conservation Corps

Proposed decision rejected September 5, 2006.
Pending transcript.
- (5) **CASE NO. 04-1789APB**
Appeal for back pay
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

Proposed decision rejected June 21, 2006.
Transcript prepared.
Pending oral argument October 31-November 1, 2006, San Diego.
- (6) **CASE NO. 05-4330A**
Appeal from dismissal
Classification: Custodian Supervisor II
Department: Department of Corrections and Rehabilitation

Proposed decision rejected June 21, 2006.
Transcript prepared.
Pending oral argument October 10, 2006, Sacramento.
- (7) **CASE NO. 05-1567A**
Appeal from dismissal
Classification: Housing Finance Specialist (General)
Department: California Housing Finance Agency

Proposed decision rejected July 11, 2006.
Transcript prepared.
Pending oral argument October 31-November 1, 2006, San Diego.
Oral argument continued.
Pending oral argument December 5-6, San Francisco.
- (8) **CASE NO. 05-1875A**
Appeal from rejection during probationary period
Classification: Equipment Material Specialist
Department: Department of Transportation

Proposed decision rejected August 8, 2006.
Transcript prepared.
Pending oral argument October 31-November 1, 2006, San Diego.

October 10, 2006

- (9) **CASE NO. 04-2919EPA**
Appeal of discrimination and retaliation
Classification: Physician and Surgeon
Department: Department of Corrections and Rehabilitation

Petition for rehearing granted September 20, 2006.
Pending transcript.

- (10) **CASE NO. 05-0207PA**
Appeal from constructive medical suspension
Classification: Facility Captain
Department: Department of Corrections and Rehabilitation

Petition for Rehearing granted March 8, 2006.
Transcript prepared.
Pending oral argument August 8, 2006, Los Angeles.
Oral argument continued.
Pending oral argument October 10, 2006, Sacramento.

24. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION CASES HEARD BY A STAFF HEARING OFFICER

NONE

WITHHOLD FROM CERTIFICATION CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) **CASE NO. 05-2266**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; had a negative employment record and a negative law enforcement contacts.
- (2) **CASE NO. 05-2289**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information and had a negative employment record.

- (3) **CASE NO. 05-2434**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate information.
- (4) **CASE NO. 05-1349**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Did not pass the PAT within the allotted timeframe.
- (5) **CASE NO. 05-2087**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate information, had a negative driving record, negative law enforcement contacts and failure to meet legal obligations.
- (6) **CASE NO. 05-2092**
Classification: Tax Program Assistant
Department: Franchise Tax Board
Issue: Suitability; a felony conviction.
- (7) **CASE NO. 05-2371**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information and a negative military and arrest/conviction record.
- (8) **CASE NO. 05-2243**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative employment record.
- (9) **CASE NO. 05-1295**
Classification: Medical Technical Assistant-Psychiatric
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information and failed to comply with legal obligations.
- (10) **CASE NO. 05-2299**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; a negative employment record.

- (11) **CASE NO. 05-2297**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; illegal drug activity.
- (12) **CASE NO. 05-0276**
Classification: Cadet
Department: California Highway Patrol
Issue: Suitability; omitted pertinent information.
- (13) **CASE NO. 05-2873**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information, had a negative military record and negative law enforcement contacts.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

- **CASE NO. 06-2008N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- **CASE NO. 06-0152N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- **CASE NO. 06-1162N**
Classification: Cadet
Department: California Highway Patrol
- **CASE NO. 06-0654N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS
RULE 212 OUT OF CLASS APPEALS
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

- (1) CASE NO. 06-0532N**
Classification: EEO Investigator
Department: Department of Social Services
Issue: The charging party requests to file charges against employees of the Department of Social Services

PETITIONS FOR REHEARING CASES

NONE

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

4. HEARING – Personal Services Contract #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

5. HEARING

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

6. HEARING – Public Hearing Regarding State Employment Application (STD. 678 (Rev/ 12/2001))

Should the Instructions section of the state employment application, pursuant to Richard Toby (2001) SPB Dec. No. 01-04, clarify whether employees who have been rejected during their probationary period be required to answer "Yes" to Question No. 5 of the employment application? (Hearing held July 11, 2006.)

7. CASE NO. 05-1737RPA

Appeal from dismissal. Psychiatric Technician Assistant. Department of Developmental Services. (Oral argument held July 11, 2006.)

**8. CASE NO. 05-1287A &
CASE NO. 05-1599A**

Appeal from five percent reduction in salary for six months and two work days suspension. Correctional Lieutenant and Correctional Sergeant. Department of Corrections and Rehabilitation. (Oral argument held July 11, 2006.)

9. CASE NO. 04-1620PA

Appeal from dismissal. Transportation Surveyor. Department of Transportation. (Oral argument held August 8, 2006.)

10. CASE NO. 04-2809PA

Appeal from dismissal. Youth Correctional Officer. Department of the Youth Authority. (Oral argument held August 8, 2006.)

11. CASE NO. 00-3446

Appeal to set aside resignation. Police Officer. California State University, Fresno. (Oral argument held September 5, 2006.)

12. CASE NO. 05-1351A

Appeal from dismissal. Youth Correctional Officer. Department of Corrections and Rehabilitation. (Oral argument held September 5, 2006.)

13. CASE NO. 05-0078A

Appeal from dismissal. Workers' Compensation Payroll Auditor. State Compensation Insurance Fund. (Oral argument held September 5, 2006.)

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



1

(Cal. 10/10/06)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry A. Evans'.

Sherry A. Evans
Director of Legislation

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD DATE OCTOBER 10, 2006

(Cal. 10/10/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommends the following actions be taken:

- A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.**
- NONE**
- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES. WHEN CLASSES ARE PROPOSED TO BE ABOLISHED WHICH ARE PART OF A CLASS SERIES, AND OTHER CLASSES WITHIN THE SERIES WILL CONTINUE TO BE USED, THE CLASS SPECIFICATION IS INCLUDED IN THE BOARD ITEM.**

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Title	Class Code
Chief of Facilities Planning	4759
Chief, Office of Prevention Services, Department of Mental Health	4626
Water Reclamation Sludge Specialist	3778
Training Coordinator, San Marcos Training Center	3119
* Printing Trades Specialist III (Process Camera)	1512
* Printing Trades Specialist I (Photocopy)	1488

** Indicates classes which are part of a class series. Only the classification listed above will be abolished.*

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PRINTING TRADES SPECIALIST Series Specification (Established June 17, 1976)

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
CL60	1485	Printing Trades Specialist Trainee (General)
CL65	1487	Printing Trades Specialist I (General)
CL67	1489	Printing Trades Specialist I (Finishing)
CL66	1488	Printing Trades Specialist I (Photocopy) (Abolished)
CL70	1499	Printing Trades Specialist II (General)
CL83	1511	Printing Trades Specialist III (General)
CL84	1512	Printing Trades Specialist III (Process Camera) (Abolished)
CL86	1522	Printing Trades Specialist IV
CL87	1519	Senior Printing Trades Specialist (General)
CL90	1473	Printing Trades Production Coordinator
CL85	1515	Printing Trades Supervisor I (General)
CL36	1516	Printing Trades Supervisor II (General)

DEFINITION OF SERIES

This consolidated series specification describes ~~12~~ 10 classes that either (1) learn to operate, (2) perform at the journey level, (3) perform at the advanced journey level, or (4) supervise the operation of a variety of machines associated with various reproduction and duplication methods. Employees in this series select proper paper and film; select proper mixtures of chemicals and inks; process different types of masters; change and adjust lights and regulate machines according to paper speeds and nature of originals; develop and fix reproductions; compare copies with originals; order and maintain supplies; make minor adjustments to machines; oil, clean, and make minor machine repairs; trim, sort, and assemble finished material; train and give instruction; lay out, assign, coordinate, supervise, and check work; maintain discipline; review the quality and quantity of production; maintain cost and production records; prepare cost distribution and statistical records; act as consultant and advise on best methods of reproduction and duplication; perform production control and job scheduling tasks; manage contracts with private vendors; serve as liaison between clients and private vendors; devise improvements in methods and procedures; enforce safety rules; and evaluate the performance of personnel and recommend appropriate action.

If a separate class for a specific specialty is required at any level, this can be accomplished by use of the core specification with the specialty indicated in parentheses following the core class title.

DEFINITION OF LEVELS

PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

This is the recruiting and developmental class for persons qualified to learn machine operations in one or more areas of a broad range of reproduction and duplication methods. Under close supervision, employees learn to apply safety rules and regulations; select proper machines for each job requirement; select proper papers and films; adjust and regulate machine speed; process different types of masters; maintain supplies; oil, clean, and make minor repairs; and sort, trim, and assemble finished materials.

PRINTING TRADES SPECIALIST I (GENERAL) (VARIOUS CLASSES)

This is the first journeyman level. Under general direction, employees at this level perform a variety of tasks and operate a variety of machinery in performing work of average difficulty in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SPECIALIST II (GENERAL)

This is the second journeyman level. Under general direction, employees at this level perform a variety of tasks and operate a variety of machinery in performing a full range of work which includes a comparable amount of both average and complex work in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SPECIALIST III (GENERAL) (VARIOUS CLASSES)

This is the third journeyman level. Under general direction, employees at this level perform a variety of tasks and operate a variety of machinery in performing the most complex work in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SPECIALIST IV

This is an advanced journey level class. Under general direction, incumbents perform the most complex printing and/or process camera work duties on a regular basis with the highest level of skill and technical expertise regularly requiring close registration printing on a variety of paper stocks of differing sizes, textures, and weights using a variety of ink colors. Incumbents use a wide array of the most highly sophisticated printing equipment a majority of the time and require a significant independence of action in the performance of duties.

SENIOR PRINTING TRADES SPECIALIST (GENERAL)

This is the first supervising level. Under general direction, employees at this level are either (1) in full charge of a small reproduction or duplication installation, or (2) an assistant supervisor in a medium-sized installation, or (3) a working supervisor in a medium or large installation training and directing the work of a unit of machine operators.

PRINTING TRADES PRODUCTION COORDINATOR

This is an advanced journey level, nonsupervisory specialty class for the Department of General Services, Office of Support Services, and departments with delegation to contract with outside vendors in providing printing services. Under general direction, employees at this level manage production control and job scheduling for the entire reprographics installation, administer contracts with private vendors, perform cost estimating, production monitoring, client consulting, and product inspection. Employees in this class may also be required to operate printing equipment as needed.

PRINTING TRADES SUPERVISOR I (GENERAL)

This is the second supervising level in this series. Under general direction, employees at this level are either (1) in full charge of a medium-sized reproduction or duplication installation, or (2) an assistant supervisor in a large installation.

PRINTING TRADES SUPERVISOR II (GENERAL)

This is the top supervising level in this series. Under general direction, employees at this level are in full charge of a large reproduction or duplication installation.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Experience and education which provide ability to perform successfully as a Printing Trades Specialist at the level and in the specialty for which application is made. (Candidate's application will be screened and those showing qualifications below the "Desirable Qualifications" which follow may be eliminated without further examination.)

DESIRABLE QUALIFICATIONS

PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

Either I

One year of experience in the California state service at a level of responsibility equivalent to that obtained in the class of Office Assistant (General) or Service Assistant (Duplicating).

Or II

Completion of a formal work experience training program in machine operation, such as those operated under the Manpower Development Training Act (MDTA), the Job Corps, the Neighborhood Youth Corps, the Concentrated Employment Program (CEP), the Work Incentive Program (WIN), or similar programs operated by State, Federal, or local agencies.

PRINTING TRADES SPECIALIST I (GENERAL) (VARIOUS CLASSES)

Either I

Six months' experience in the California state service performing the duties of a Printing Trades Specialist Trainee.

Or II

One year of experience operating one or a combination of machines in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SPECIALIST II (GENERAL)

Either I

Six months of experience in the California state service performing the duties of a Printing Trades Specialist I.

Or II

Two years of experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SPECIALIST III (GENERAL) (VARIOUS CLASSES)

Either I

One year of experience in the California state service performing the duties of a Printing Trades Specialist I or six months of experience performing the duties of a Printing Trades Specialist II.

Or II

Two years of experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.

Printing Trades Specialist Series

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PRINTING TRADES SPECIALIST IV

Either I

One year of experience in the California state service performing the duties of a Printing Trades Specialist III.

Or II

Two years of experience in the California state service performing the duties of a Printing Trades Specialist II.

Or III

Three years of varied experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.

SENIOR PRINTING TRADES SPECIALIST (GENERAL)

Either I

One year of experience in the California state service performing the duties of a Printing Trades Specialist II or a Printing Trades Specialist III.

Or II

Three years of varied experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES PRODUCTION COORDINATOR

Either I

One year of experience in the California state service performing the duties of a Printing Trades Specialist III or a Senior Printing Trades Specialist.

Or II

Two years of experience in the California state service performing the duties of a Printing Trades Specialist II.

Or III

Three years of varied experience operating a variety of machines in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SUPERVISOR I (GENERAL)

Either I

One year of experience in the California state service performing the duties of a Senior Printing Trades Specialist or two years of experience performing the duties of a Printing Trades Specialist II or a Printing Trades Specialist III.

Or II

Four years of varied experience in the operation of a variety of machines, at least one year of which must have been in a supervisory capacity in one or more areas of a broad range of reproduction and duplication methods.

PRINTING TRADES SUPERVISOR II (GENERAL)

Either I

One year of experience in the California state service performing the duties of a Printing Trades Supervisor I or two years of experience performing the duties of a Senior Printing Trades Specialist.

Or II

Five years of varied experience in operation of a variety of machines, at least two years of which must have been in a supervisory capacity in one or more areas of a broad range of reproduction and duplication methods.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: The safety and health policies and procedures contained in the department's Injury and Illness Prevention Program, and knowledge of basic safe work practices.

Ability to: Carry out directions, learn rapidly the operating details of reproduction and duplication equipment, meet deadlines, maintain a clean and safe work area, and communicate at the level required for successful job performance.

PRINTING TRADES SPECIALIST I, II AND III (GENERAL) (VARIOUS CLASSES)

Knowledge of: Reproduction and duplication processes, equipment, materials, and methods.

Ability to: Operate, adjust, and maintain equipment in good working condition; and follow directions.

PRINTING TRADES SPECIALIST IV

Knowledge of: All of the above, and reproduction processes, equipment, materials, and methods.

Ability to: All of the above, and operate, adjust, and maintain sophisticated printing and camera equipment in good working condition; and follow directions.

SENIOR PRINTING TRADES SPECIALIST (GENERAL)

Knowledge of: All of the above, and capabilities of various reproduction and duplication machines and their application to various job requests; current development in methods, materials, and equipment; principles and techniques of personnel training and supervision; ~~department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; the basic safety and health regulations contained in the California Code of Regulations, Title 8 Industrial Relations, General Industry Safety Orders; the department's safety and health policies and procedures as contained in the department's Injury and Illness Prevention Program, and the supervisor's role in maintaining an effective injury and illness prevention program.

Ability to: All of the above, and repair various reproduction and duplication equipment, supervise a small group and work well with others, analyze situations accurately and take effective action, estimate costs, maintain records, and make reports; ~~effectively contribute to the department's affirmative action objectives and~~ effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

PRINTING TRADES PRODUCTION COORDINATOR

Knowledge of: All of the above, and capabilities of various reproduction and duplication machines and their application to various job requests; current development in methods, materials, and equipment; paper, ink, and other materials required to produce finished products; principles of effective job layout and production; cost estimating and job scheduling techniques; and the department's ~~affirmative action/equal opportunity policies.~~

Ability to: All of the above, and accurately analyze staffing and equipment capabilities and schedule work accordingly; interpret customer work orders correctly; and analyze situations accurately and take effective action, maintain records, and make reports.

PRINTING TRADES SUPERVISOR I (GENERAL)

Knowledge of: All of the above, and principles of organization and management, modern office methods, and procedures.

Ability to: All of the above, and modify reproduction and duplication equipment, coordinate the work of assistants, and supervise a medium-sized reproduction or duplication unit.

PRINTING TRADES SUPERVISOR II (GENERAL)

Knowledge of: All of the above.

Ability to: All of the above, and apply creativity in the design and modification of a complex reproduction or duplication installation, and supervise a large reproduction or duplication unit.

SPECIAL PERSONAL REQUIREMENTS

ALL LEVELS:

Aptitude for and interest in machine operation; neatness; orderliness; alertness; manual dexterity; willingness to follow a prescribed routine, stand for long periods of time, and work in noisy surroundings.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Printing Trades Specialist Trainee (General)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist I (General)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist I (Finishing)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist I (Photocopy) (Abolished)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist II (General)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist III (General)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist III (Process Camera) (Abolished)	6/17/76	4/21/94	1/6/88
Printing Trades Specialist IV	8/9/94	--	--
Senior Printing Trades Specialist (General)	6/17/76	4/21/94	1/6/88
Printing Trades Production Coordinator	5/2/84	4/21/94	5/1/87
Printing Trades Supervisor I (General)	6/17/76	4/21/94	1/6/88
Printing Trades Supervisor II (General)	6/17/76	4/21/94	1/6/88

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(Cal. 10/10/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Staff Calendar Items for Board Information

NONE PRESENTED